

Checklist for International Doctoral Researchers - Getting started at the Faculty of Medicine

Dear future doctoral researcher,

There are approximately a million things to take care of before heading for another country for your PhD. This checklist and information are meant to support you when preparing for a doctoral project at Heinrich Heine University Düsseldorf.

For administrative issues related to your research stay, please contact [Welcome Center at HHU](#).

Planning Phase for Doctoral Project - Before applying

- Find supervisor for doctoral project
- Secure funding for doctoral project
- Verify that Faculty of Medicine is in charge
- Contact Graduate Center Medicine@HHU
- Request **official** equivalency check of Master's degree (ZAB)

Preparations for Doctoral Project - Before arrival

- Find co-supervisor to complete your supervising team
- Sign a supervision agreement (Yes, it's mandatory!)
- Submit application documents to Graduate Center Medicine

Starting Your Doctoral Project - After arrival

- Meet with doctoral programme coordinator at the Faculty
- Show original university diplomas to Graduate Center
- Register project to get admission into doctoral programmes
- Enrol with Heinrich Heine University (Again, it's mandatory!)
- Register for mandatory workshop on Good scientific practice

Once, you've settled in and got to know your ways, feel free to contact us for questions, information and support. We'll be happy to help.

We are looking forward to having you with us at Heinrich Heine University.

Your Graduate Center Medicine

Helpful Websites

- [Graduate Center Medicine](#)
- [International Doctoral Researchers@Faculty of Medicine](#)
- [anabin - Database for equivalency quick-check](#)

Things to take care of

- Equivalency check, supervision agreement, proof of funding, to name just a few.
- Translations need to be provided by a certified translator.

Deadline for faculty registration of your doctoral project is

3 months after starting it!

In case of doubts or crisis

Please consider the Graduate Center Medicine and [Welcome Center at HHU](#) as your point of contact for help and advice. We will treat all matters strictly confidential.



Contact Us